

EDITED TASK LISTING

CLASS: SENIOR PERSONNEL SPECIALIST

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Acts as lead to staff to provide information, training and/or direction utilizing various resources (e.g. policies, procedures, laws, rules, MOUs, regulations, etc.) as needed.
2.	Researches critical personnel problems to provide recommendations/ alternative solutions utilizing various resources (e.g. policies, procedures, laws, rules, regulations, Memoranda of Understanding (MOU), State Controllers Office (SCO) database, etc.) on a daily basis.
3.	Develops training programs to provide information and/or ensure compliance with various laws, rules, regulations, MOUs, policies, procedures, software programs, etc. as needed.
4.	Conducts training programs to provide information/instruction and/or ensure compliance with various laws, rules, regulations, MOUs, policies, procedures, etc., utilizing various resources (e.g., audio visual aids, handouts, approved lesson plans, technical expertise, software programs, etc.) as needed.
5.	Maintains training programs to ensure compliance and conformity with changes to various laws, rules, regulations, MOUs, policies, procedures, etc. as needed.
6.	Reviews various information (e.g. control agency letters, memoranda, MOUs, etc) to identify the need for modification and/or to determine the appropriate action regarding various personnel/payroll functions utilizing various resources (e.g., SCO database, internet, policies, procedures, laws, rules, regulations, etc.) as needed.
7.	Prepares various written documents (e.g. correspondence, reports, spreadsheets, charts, etc.) to provide information and/or direction regarding various personnel/payroll matters utilizing various resources (e.g., software programs, policies, procedures, laws, rules, MOUs, regulations, etc.) as necessary.
8.	Participates as a team member on personnel/payroll related projects, committees, etc. to provide technical expertise/information utilizing various resources (e.g. knowledge, policies, procedures, laws, rules, MOUs, regulations, etc.) as needed.
9.	Coordinates a variety of personnel/payroll programs (e.g., Family Medical Leave Act (FMLA), Industrial/Non-Industrial Disability, benefits, position control, attendance, etc.) in order to ensure efficient operation utilizing various resources (e.g. software programs, knowledge, policies, procedures, laws, rules, MOUs, regulations, etc.) on a daily basis.

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10.	Serves as an expert staff resource regarding difficult and complex personnel/payroll matters to provide information/technical expertise to various entities (e.g., employees, management, public, control agencies, etc.) utilizing various resources (e.g., SCO database, internet, software programs, knowledge, policies, procedures, laws, rules, MOUs, regulations, etc.) on a daily basis.
11.	Contacts various entities (e.g. control agencies, internal/external organizations, etc.) to obtain information, guidance and/or clarification on various laws, rules, regulations, policies, procedures, etc. utilizing various communication resources (e.g., e-mail, telephone, verbal, written, etc.) as necessary.
12.	Analyzes and interprets information in order to make recommendations regarding various personnel/payroll matters using various resources (e.g., knowledge, policies, procedures, laws, rules, MOUs, regulations, internet, SCO database, etc.) as needed.
13.	On a daily basis, applies various laws, rules, regulations, policies, procedures, MOUs, etc. (e.g. State, Federal, department, control agencies, etc.) pertaining to a variety of personnel/payroll matters (e.g., appointments, separations, time keeping, certification, benefits, etc.) to ensure compliance.
14.	Gathers data to provide information regarding various personnel/payroll matters utilizing various resources (e.g. policies, procedures, laws, rules, MOUs, regulations, various SCO databases, Personnel Post Assignment System (PPAS), internet, etc.) as necessary.
15.	Develops/revises policies and procedures to provide information and/or direction and to ensure consistency, compliance and conformity with various laws, rules, regulations, policies, procedures, etc. as necessary.
16.	Facilitates the hiring process by conducting interviews, evaluating and recommending candidates for appointment utilizing various methods of filling vacancies (e.g., SCO database, certification lists, transfers, Training & Development Assignments, etc.) as needed and/or directed by management in accordance with laws, rules and regulations.
17.	Maintains safety and security of persons, property, work areas and work materials through personal observation to promote a safe and secure environment, utilizing appropriate tools (e.g., annual tuberculosis and hepatitis testing, In-Service Training, Health and Safety Meetings, tool/key control, etc.) in accordance with the laws, rules, regulations and departmental policies and procedures as necessary.
18.	Appropriately handle stressful situations in the workplace, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills, training, etc. on a daily basis.

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